



CALIFORNIA
STATE
GOVERNMENT



Office of Statewide Health Planning and Development

OPEN EXAMINATION

6SH09

Construction Financing Representative

Final File Date: May 3, 2006

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY

This is an open examination. Applications will not be accepted on a promotional basis. Career Credits do not apply.

NOTE: All applications must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application, Form Std 678.

NOTE: Office of Statewide Health Planning and Development and/or the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if there are any changes in circumstances surrounding the original examination plan.

HOW TO APPLY

Please submit an application (STD 678) to the address indicated below. **DO NOT SUBMIT APPLICATION TO THE STATE PERSONNEL BOARD.**

WHERE TO APPLY

MAIL TO: or **FILE IN PERSON:**
Office of Statewide Health Planning and Development
Personnel Office – ATTN: Ed Springer
1600 9th Street, Room 350
Sacramento, CA 95814-6476

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application. The Examination Services Unit will contact you to make special testing arrangements. Telecommunication Device for the Deaf (TDD) number is 1 (800) 735-2922.

FINAL FILING DATE

May 3, 2006. Applications must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or delivered via interagency mail after the final filing date will not be accepted.

SALARY RANGE

\$4111 - \$4997

ELIGIBLE LIST INFORMATION

A departmental open list will be established for the Office of Statewide Health Planning and Development. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

One year of experience in the California state service performing financial analyses of health facilities or other large facilities in a class with a level of responsibility equivalent to Staff Services Analyst, Range C.

Or II

Three years of progressively responsible mortgage loan and construction experience in one or a combination of the following:

1. A commercial bank, savings and loan association, insurance company, pension fund, construction company, or similar institution.
2. The Federal Housing Administration, Veteran Administration, Federal National Mortgage Association, or comparable Federal or State agency.

(A graduate degree in business administration, economics, architecture, finance, law, or engineering may be substituted for one year of the required experience.) and

Education: Equivalent to graduation from college, preferably with specialization in business administration, architecture, engineering, economics, finance, or law. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION STATEMENT
(TYPICAL TASKS)

Under general supervision, incumbents determine eligibility and develop fully documented applications for health facilities loan and California Loan insurance; analyze fiscal and legal documents necessary to complete loan and mortgage insurance projects and assure that loan payments are made by the borrower. May act as a leadperson or team leader.

DEFINITION OF TERMS

Duties of a class with a level of responsibility equivalent to ... the applicant must have State service experience of appropriate type and length in a class at substantially the same (or higher) level of responsibility as the class specified.

Construction Financing Representative		Bulletin Release Date: 04/19/06
POSITION EXIST	Positions exist in Sacramento, with the Office of Statewide Health Planning and Development.	
EXAMINATION INFORMATION	<p>This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. It is anticipated that interviews will be held during the months of May/June 2006.</p> <p>If conditions warrant this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specifications. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.</p> <p>In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</p>	
SCOPE	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Purpose and functions of institutional facilities eligible for California facility loans or loan insurance programs.2. Trends in the development and utilization of health and other institutional facilities in California.3. Methods of debt financing for health and other institutional facilities.4. Provisions of California laws and regulations governing facility loans and loan insurance programs.5. Health and other institutional organization and operations.6. Medical terminology utilized in developing health facility financing.7. Familiarity with legal and financial documents utilized in facility debt financing.8. Construction documents and procedures.9. Cashflow estimating documents. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Analyze and interpret a wide variety of construction, financial, and legal documents utilized in determining eligibility for institutional facilities loan or loan indemnifications.2. Interpret and apply regulations and policies covering California loan and loan insurance programs and State and local construction requirements.3. Establish and maintain effective working relationships with representatives of health and other institutional facilities, financing institutions, and legal and construction representatives.	
SPECIAL PERSONAL CHARACTERISTICS	Ability to deal tactfully with representatives from a wide variety of health facilities and financial institutions in the development of direct loans and California Loan Insurance Projects.	
ADDITIONAL DESIRABLE QUALIFICATION	<p>In appraising the relative qualifications of candidates, consideration will be given to pertinent training and accreditation over and above that required under the minimum qualifications such as that represented by:</p> <p>Advanced degree in business administration or finance, real estate brokers license, study or contract law.</p> <p>Experience gained in mortgage loan administration with a commercial bank or savings and loan association.</p> <p>Experience gained in the management of construction company involved with large public or private health facility projects.</p> <p>Possession of certificates of education or special training in one or a combination or health facilities financing, mortgage, banking, or previous experience in the California Health Facility Loan or Loan Insurance Program.</p>	
VETERANS PREFERENCE	Veteran's preference credit is granted for this examination.	
QUESTIONS?	If you have any questions concerning this examination, please contact the Examination Services Unit at (916) 654-2097.	

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Personnel Office at (916) 654-2097 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at State Personnel Board Offices, local office of the Employment Development Department and the Office of Statewide Health Planning and Development.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the other candidates, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all components will be notified.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

PROMOTIONAL EXAMINATIONS ONLY: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provision of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board offices.

Office of Statewide Health Planning and Development
Personnel Office, 1600 9th Street, Room 350, Sacramento, California 95814-6476, (916) 654-2097
California Relay Telephone Service for the deaf or hearing impaired:
TDD Voice 1-800-735-2922 Refer to (916) 654-2097